

CITY OF CASSELBERRY CITY COMMISSION MEETING

Monday, December 8, 2025
5:30 PM

City Commission Chambers
1st Floor, Casselberry City Hall
95 Triplet Lake Drive, Casselberry, Florida

TO THE PUBLIC: Persons are advised that, if they decide to appeal any decision made at these meetings/hearings, they will need a record of the proceedings and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based, per Section 286.0105, Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the A.D.A. Coordinator, 48 hours in advance of the meeting at (407) 262-7700, ext. 1150.

This is a public meeting, and the public is invited to attend. The agenda is subject to change. Please be advised that one (1) or more members of any of the City's Advisory Boards may be in attendance and may participate in the discussions at the meeting.

Persons can obtain an electronic copy of the agenda packet for this meeting by making a public records request to the City Clerk's Office by calling (407) 262-7700, Ext. 1133 or emailing cityclerk@casselberry.org.

AGENDA

1. MEETING CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

5. MINUTES

A. Minutes of November 17, 2025 - Special Meeting

6. PRESENTATIONS/ COMMENDATIONS

A. **Presentation: Recognition of City Clerk Donna G. Gardner's Designation as a Florida Certified Professional Clerk (FCPC)**

Gwen Peirce, MPA, MMC, City Clerk of Satellite Beach and former Central East District Director for the Florida Association of City Clerks (FACC) will present City Clerk Donna G. Gardner, CMC, with a Certificate of Completion from the Florida Institute of Government at Florida State University for the Florida Certified Professional Clerk (FCPC) program and recognize her for achieving the designation of FCPC.

B. **Mayor's Proclamation: Recognizing the Retirement of John Pool**

Mayor Henson will present a proclamation in recognition of John Pool's retirement from the City of Casselberry with thirty-five years of dedicated public service, retiring as Parks Maintenance Worker in the Public Works Department.

7. CONSENT AGENDA

The action proposed to be taken is stated for each item on the Consent Agenda. Unless one item is removed from the Consent Agenda by a City Commission member, no discussion on individual items will occur and a single motion will approve all items.

A. **Approval of Legal Services Invoices**

- Garganese, Weiss, D'Agresta & Salzman, P.A. - Invoice No. 105100 - \$17,285.10

B. **Budget Amendment #26-004 - Fiscal Year 2025 to 2026 Budget Rollover**

Approval of Budget Amendment #26-004 to amend the Fiscal Year 2026 Budget in the amount of \$13,011,911 is requested.

- C. **Change Order No. 3 to the Agreement with Cathcart Construction Company for the Northgate Phase 1 Water Main Replacement Project and Related Budget Amendment #26-014**
Approval of Change Order No. 1 to the agreement with Cathcart Construction Company for additional work related to the construction of the Northgate Phase 1 Water Main Replacement Project in the amount of \$131,849.34 and related Budget Amendment #26-014 is requested.
- D. **Resolution 25-3551 - Conveyance of Easement to Duke Energy Florida, LLC for Dew Drop Park Lighting**
Approval of Resolution 25-3551, which provides for authorizing the conveyance of an easement from the City of Casselberry to Duke Energy Florida, LLC (Duke Energy) at Dew Drop Park, 1309 Avalon Boulevard, Parcel ID 15-21-30-502-0H00-0000, to assist with utility adjustments needed for Dew Drop Park improvements (lighting) is requested.
- E. **Piggyback Agreement with Ferguson Waterworks for Inventory Parts for Utilities Department**
Approval of an agreement with Ferguson Waterworks by piggybacking Seminole County Contract IFB-605032-25/LTT for Inventory Parts for Utilities on an as-needed basis for an amount not-to-exceed \$800,000 for the term of the agreement is requested.
- F. **Budget Amendment #26-010 Recognition of DuPont's Initial Payment of PFAS Settlement Funds**
Approval of Budget Amendment #25-010 recognizing PFAS Settlement Funds with DuPont and making these funds available in the Water & Sewer Utility fund in the amount of \$174,878.09 is requested.
- G. **Budget Amendment #26-012 - Recognizing Net Proceeds of the 2025 Swing "Fore" the Arts Golf Tournament**
Approval of Budget Amendment #26-012 to recognize net proceeds of \$12,128 for the 2025 (Fiscal Year 2025-2026) Swing "Fore" the Arts Golf Tournament is requested.
- H. **Change Order No. 2 with Geosyntec Consultants Inc. for PW 1706 Queen Mirror Nutrient Reduction Facility and Related Budget Amendment #26-013**
Approval of Change Order No. 2 with Geosyntec Consultants Inc. in the amount of \$16,072.12 for PW 1706 Queen Mirror Nutrient Reduction Facility and Related Budget Amendment #26-013 is requested.
- I. **Resolution 25-3552 – Adoption of Seminole County 2025-2030 Floodplain Management Plan**
Approval of Resolution 25-3552 adopting the Seminole County 2025-2030 Floodplain Management Plan is requested.
- J. **Task Authorization No. 10 with Geosyntec Consultants Inc. for Fiscal Year 2026 Lake Water Quality Monitoring**
Approval of Task Authorization No. 10 with Geosyntec Consultants Inc. in the amount of \$73,102.12 for Fiscal Year 2026 Lake Water Quality Monitoring is requested.
- K. **Piggyback Agreement with Cathcart Construction Company - Florida, LLC for Citywide Infrastructure Repairs Potable, Sanitary, Reclaimed, and Stormwater with Site Restoration**
Consideration for approval of a piggyback agreement with Cathcart Construction Company — Florida, LLC for Citywide Infrastructure Repairs for Potable, Sanitary, Reclaimed, and Stormwater with Site Restoration services on an as-needed basis for an amount that shall not exceed \$500,000 for the term beginning December 8, 2025 through March 2, 2028 is requested.
- L. **Amendment No. 1 for Flock Safety Agreement for FY 2025-2026**
Consideration to execute Amendment No. 1 to the agreement for License Plate Recognition (LPR) cameras and associated software between Flock Group Inc. and the City of Casselberry for additional cameras is requested.
- M. **Change Order No. 2 to Task Authorization No. 5 with Tetra Tech for PW 2009 Northgate Phase 1 Water Main Replacement**
Approval of Change Order No. 1 to Task Authorization No. 5 with Tetra Tech for Project PW 2009 Northgate Water Main Replacement Phase 1 for additional construction phase services in the amount of \$14,269 is requested.
- N. **Resolution 25-3554 - Amendment No. 5 to the Exclusive Franchise Agreement with GFL Solid Waste Southeast, LLC for Commercial Solid Waste Services for Franchise 2**

Approval of Resolution 25-3554, providing for Amendment No. 5 to the Exclusive Franchise Agreement with GFL Solid Waste Southeast, LLC for Commercial Solid Waste Services for Franchise 2 to adjust rates higher by 3% and extend the term, is requested.

O. Resolution 25-3555 - Amendment No. 5 to the Exclusive Franchise Agreement with GFL Solid Waste Southeast, LLC for Commercial Solid Waste Services for Franchise 1

Resolution 25-3555, providing for Amendment No. 5 to the Exclusive Franchise Agreement with GFL Solid Waste Southeast, LLC for Commercial Solid Waste Services for Franchise 1 to adjust rates higher by 3% and extend the term, is requested.

8. DISCUSSION ITEMS

A. Future Agenda Items

9. RESOLUTIONS

A. Resolution 25-3556 - Locally Funded Agreement with Florida Department of Transportation to provide for Construction Services for Safety Improvements to SR 436 and Related Budget Amendment #26-011

Approval of Resolution 25-3556 authorizing execution of a Locally Funded Agreement with the Florida Department of Transportation to provide for construction services in the amount of \$684,430 for safety improvements to SR 436 from Lake Howell Rd to the County line and related Budget Amendment #26-011 is requested.

10. FIRST READING OF ORDINANCES

11. PUBLIC HEARINGS

The purpose of a Public Hearing is to receive input regarding the item being considered. Public Hearings are not intended to be a time for the public to obtain information about the subject matter of the hearing. (Hearing Sequence: 1st - Staff; 2nd - Applicant/Requesting Party; 3rd - Public; 4th - opportunity for brief rebuttals, if appropriate; Final - City Commission motion, discussion and action.)

A. Second Reading of Ordinance 25-1627 — Acknowledging Termination of the Community Redevelopment Agency (CRA)

Approval of Ordinance 25-1627 on second reading, acknowledging termination of the Community Redevelopment Agency (CRA), and the repeal and replacement of the Community Redevelopment Trust Fund with the Central City Reinvestment Fund is requested.

12. OTHER ITEMS

A. Annual Selection of Vice Mayor

B. Proposed 2026 City Commission Meeting Calendar

Approval of the proposed 2026 City Commission meeting calendar is requested.

13. CITIZENS' COMMENTS

Persons who wish to make comment or make inquiry on any matter NOT ON THIS AGENDA may do so at this time. Please raise your hand and when recognized by the Mayor, come forward to the microphone, give your name and address and speak briefly on the matter. All comments must be directed to the Mayor or City Commission as a whole, not an individual City Commissioner, a City staff member or another member of the audience. Citizens may be heard during PUBLIC HEARINGS or at any time any agenda item is before the City Commission for consideration by following the same procedure described above.

14. CITY MANAGER'S REPORT

A. Procurement Information Report for the Period November 1, 2025 through November 30, 2025

Procurement Information Report for the Period November 1, 2025 through November 30, 2025.

15. CITY ATTORNEY'S REPORT

16. CITY CLERK'S REPORT

17. CITY COMMISSIONER'S REPORTS/COMMENTS

18. ADJOURNMENT

Date

Donna G. Gardner, CMC
City Clerk



CITY MANAGER M E M O R A N D U M

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: December 8, 2025
Subject: Minutes of November 17, 2025 - Special Meeting

Introduction: The City Clerk is presenting the minutes of the November 17, 2025 Special Meeting for approval.



CITY MANAGER M E M O R A N D U M

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: December 8, 2025
Subject: Presentation: Recognition of City Clerk Donna G. Gardner's Designation as a Florida Certified Professional Clerk (FCPC)

Introduction: Gwen Peirce, MPA, MMC, City Clerk of Satellite Beach and former Central East District Director for the Florida Association of City Clerks (FACC) will present City Clerk Donna G. Gardner, CMC, with a Certificate of Completion from the Florida Institute of Government at Florida State University for the Florida Certified Professional Clerk (FCPC) program and recognize her for achieving the designation of FCPC.



CITY MANAGER M E M O R A N D U M

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: December 8, 2025
Subject: Mayor's Proclamation: Recognizing the Retirement of John Pool

Introduction: Mayor Henson will present a proclamation in recognition of John Pool's retirement from the City of Casselberry with thirty-five years of dedicated public service, retiring as Parks Maintenance Worker in the Public Works Department.



CITY MANAGER M E M O R A N D U M

7.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: December 8, 2025
Subject: Approval of Legal Services Invoices

Introduction: Consideration for approval of the legal services invoice from the City Attorney is requested.

Background: Pursuant to Resolution 16-2815, invoice information for attorney fees and legal services must be submitted to the City Commission for approval prior to payment.

Discussion: The following invoice has been reviewed by the affected departments and is being presented for approval:

Garganese, Weiss, D'Agresta & Salzman, P.A.

- City Attorney Services - November 2025 - Invoice No. 105100 - \$17,285.10

Budget Impact: Funds for the City Attorney's invoice are available in FY 2026 Budget Account No. 001-0140-514-31-01.

Recommendation: The City Manager and staff recommend approval of the legal services invoice as submitted.

Prepared by: Donna Gardner, City Clerk

Attachments:

1. Invoice No. 105100



CITY MANAGER M E M O R A N D U M

7.B.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: December 8, 2025
Subject: Budget Amendment #26-004 - Fiscal Year 2025 to 2026 Budget Rollover

Introduction: Approval of Budget Amendment #26-004 to amend the Fiscal Year 2026 Budget in the amount of \$13,011,911 is requested.

Background: Budget Amendment #26-004 amends the Fiscal Year 2026 Budget in the amount of \$13,011,911 to allow for the completion of ongoing projects and the purchase of equipment or services that were budgeted in Fiscal Year 2025 but were not started or completed within that fiscal year. Budget Amendment #26-004 is necessary to roll forward funds that were appropriated and approved by the City Commission for Fiscal Year 2025. Upon the end of Fiscal Year 2025, the budgets lapsed and the associated funds closed into the fund balance reserves for each responsible Fund. In order to continue authorization for these approved priorities and meet contractual obligations already incurred, the City must re-budget these funds in the new fiscal year. This is a routine annual occurrence. These appropriations have been reviewed with Department Directors and Managers and will occur in Fiscal Year 2026.

Discussion: Upon approval of Budget Amendment #26-004, the Fiscal Year 2026 Adopted Budget will be amended to re-appropriate a total of \$13,011,911 in unexpended appropriations from Fiscal Year 2025. Funding is mostly provided through the use of Fund Balance Reserves for each fund. This means funds are in place already. Some major projects contained herein are:

English Estates WM Replacement — \$3,096,715
Dew Drop Park Improvement — \$1,940,952
WPD Complete Street Improvements — \$1,170,642

Budget Impact: A detailed list of affected funds and accounts is included as part of Budget Amendment #26-004.

Recommendation: The City Manager and the Finance Director recommend approval of Budget Amendment #26-004.

Prepared by: CJ Kaawach, Senior Budget Accountant

Attachments:

1. BA 26-004 FY25 Budget Rollover into FY26



CITY MANAGER M E M O R A N D U M

7.C.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: December 8, 2025
Subject: Change Order No. 3 to the Agreement with Cathcart Construction Company for the Northgate Phase 1 Water Main Replacement Project and Related Budget Amendment #26-014

Introduction: Approval of Change Order No. 1 to the agreement with Cathcart Construction Company for additional work related to the construction of the Northgate Phase 1 Water Main Replacement Project in the amount of \$131,849.34 and associated Budget Amendment #26-014 is requested. (Ref: ITB-2024-1171)

Background: The City of Casselberry owns and operates a potable water distribution system made up of pipes of various sizes and materials. The Potable Water Master Plan proposed a capital improvements program for the potable water distribution system. One of these projects includes replacing the existing water mains in the Northgate community due to its age and pipe materials. Due to the size of the project, the replacement of the water mains in the Northgate community has been split into two phases.

The scope of the Northgate Phase I project includes replacing 10,500 feet of galvanized and asbestos cement water main ranging in size from 2 inch to 8 inch. The project corridors include various residential streets in unincorporated Seminole County, extending along and to the north of Derbyshire Road from a connection point near Cedarwood Drive, to the intersection of Stratford Road, and a portion of Maitland's Community Park from Quinwood Lane to Cedarwood Drive. On June 24, 2024, City Commission award the agreement with Cathcart Construction Company for the construction of the Northgate Phase 1 Water Main Replacement Project in the amount of \$2,749,642. On November 4, 2024, the City Manager approved Change Order No. 1 for an additional \$13,750.00 due to a change in connection sizing (Increase from 3" to 8" Wet Tap). On July 22, 2025, City Manager approved Change Order No. 2 for an additional 90 days due to uncontrollable project delays.

Discussion: Construction of the Windward Square Service Line Replacement Project has achieved 75% completion. Based on current progress, additional quantities are required for various parts of the project not captured in the contract design plans. An additional project area had to be included as an open-cut installation through Seminole County-owned Derbyshire Road, which causes the need to adhere to Seminole County standards for roadway restoration. During the project, the construction crew also encountered difficulties with multiple service lines and meters, which required additional bends and tees to properly reconnect residential services. Cathcart Construction has submitted Change Order No. 3, in the amount of \$131,849.34, which encapsulates these changes and is itemized as follows:

- Additional MOT & Permitting for additional road closures in Seminole County limits not previously foreseen
- Remove & Replace Concrete Curb (20LF)
- Additional Asphalt Roadway Removal & Replacement (100 SY)
- Additional Milling & Resurfacing (535 SY)
- Water Main Break Assistance (damages not caused by contractor)
- Removal & Relocation of Fire Hydrant and Piping (1 LS)
- Adjustment of Services to match Existing Services (52 EA)
- Credit for Service Material Return (52 EA)
- Additional 90 Days added to contract time

Remaining contingency funds in the amount of \$109,463 are available in the FY 2026 budget for this project. However, Budget Amendment #26-014 is necessary to provide an additional \$131,849 in order to fully fund Change Order No. 3. Budget Amendment #26-014 also addresses additional funds necessary to fund Change Order No. 2 to Task Authorization No. 5 with Tetra Tech for \$11,050, which is described in a separate agenda item, for a total amount of \$142,899 being requested.

For tracking purposes, this item is associated with Project PW 2009 Northgate Phase 1 Water Main Replacement.

Budget Impact: Budget Amendment #26-014 will increase #402-0751-536-63-40 by \$142,899 to provide sufficient funding for Change Order No. 3 to the Agreement with Cathcart Construction Company and Change Order No. 2 to Task Authorization No. 5 with Tetra Tech.

Recommendation: The City Manager and Utilities Director recommend approval of Change Order No. 3 to the agreement with Cathcart Construction for the Northgate Phase 1 Water Main Replacement Project in the amount of \$131,849.34 and related Budget Amendment #26-014.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Change Order No. 3
2. BA 26-014



CITY MANAGER M E M O R A N D U M

7.D.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: December 8, 2025
Subject: Resolution 25-3551 - Conveyance of Easement to Duke Energy Florida, LLC for Dew Drop Park Lighting

Introduction: Resolution 25-3551 provides for authorizing the conveyance of an easement from the City of Casselberry to Duke Energy Florida, LLC (Duke Energy) at Dew Drop Park, 1309 Avalon Boulevard, Parcel ID 15-21-30-502-0H00-0000, to assist with utility adjustments needed for Dew Drop Park improvements (lighting).

Background: In March 2020, after an extensive park planning effort was completed by the City, Casselberry voters approved a Parks Bond Referendum to fund six parks, one of which was Dew Drop Park. On December 16, 2024, the City Commission approved Amendment No. 1 to Supplemental Agreement No. 6 for a Guaranteed Maximum Price to construct the Dew Drop Park Improvements Project. Improvements to Dew Drop will include the complete overhaul, upgrade, and/or installation of key elements such as basketball and volleyball courts, observation deck, tennis court, pavilion, and other structures. Construction is currently underway.

Discussion: To facilitate the improvements at Dew Drop Park, the City must provide Duke Energy access to make the necessary electrical adjustments. Therefore, Resolution 25-3551 authorizes the conveyance of an easement from the City to Duke Energy to make these adjustments.

Budget Impact: There is no impact to the City's Budget.

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3551.

Prepared by: Martin Butcher, Special Projects Manager

Attachments:

1. Resolution 25-3551
2. Attachment A



CITY MANAGER M E M O R A N D U M

7.E.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: December 8, 2025
Subject: Piggyback Agreement with Ferguson Waterworks for Inventory Parts for Utilities Department

Introduction: Approval of an agreement with Ferguson Waterworks by piggybacking Seminole County Contract IFB-605032-25/LTT for Inventory Parts for Utilities on an as-needed basis for an amount not-to-exceed \$800,000 for the term of the agreement is requested. (PBA-2026-1394)

Background: The City of Casselberry owns, operates, and maintains a distribution and collection system that consists of about 450 miles of various water/wastewater pipe, irrigation systems throughout the City limits, and a number of facilities containing plumbing. Utilities staff uses a wide variety of plumbing materials and inventory parts to maintain these various piping systems. Ferguson Waterworks has provided utilities parts to the City for a number of years.

Discussion: The City had previously entered into piggyback agreement with Ferguson Waterworks (PBA-2020-0655) which is set to expire on December 31, 2025. In order to ensure reliable inventory supplies, staff have identified another competitively bid agreement upon which to piggyback. On September 25, 2025, Seminole County entered into an Agreement with Ferguson Waterworks for Inventory Parts for Utilities Operations Division. The term of this agreement is September 25, 2025 through September 24, 2028, with option to renew for two (2) additional 1-year periods. PBA-2026-1394 provides the City with a piggyback agreement using Seminole County's agreement for the purchase of Inventory Parts for Utilities Department through Ferguson Waterworks with established discounts on an as needed basis. The not-to-exceed amount is \$800,000 for the term of the agreement beginning December 8, 2025 through September 24, 2028. It should be noted that the not-to-exceed amount threshold was established as a means to provide for the maximum authorization. However, this amount does not imply actual expenditures since various departments must work within their budget parameters and availability of funds is verified prior to issuance of a purchase order.

Budget Impact: Funding has been provided for the purchase of plumbing supplies in the FY 2026 budget in the following Water and Sewer Utility Fund and General Fund accounts:

- Repairs and Maintenance/Water account #401-0751-536.46-01
- Repairs and Maintenance/Sewer account #401-0751-536.46-03
- Repairs and Maintenance/Reuse account #401-0751-536.46-08
- City Facilities Repairs and Maintenance account #001-0722-519.46-00

Other various operating accounts may be used as deemed appropriate. Appropriations beyond Fiscal Year 2026 are subject to future City Commission approval.

Recommendation: The City Manager and Utilities Director recommend approval of an agreement with Ferguson Waterworks for Inventory Parts for Utilities Department piggybacking Seminole County's Contract IFB-605032-25/LTT for Inventory Parts for Utilities Operations Division on an as-needed basis for an amount not to exceed \$800,000 for the term beginning December 8, 2025 through September 24, 2028.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Request to Utilize Solicitation for Goods - Ferguson Waterworks
2. Exhibit A Purchase Order Terms and Conditions
3. Exhibit B Seminole County Agreement



CITY MANAGER M E M O R A N D U M

7.F.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: December 8, 2025
Subject: Budget Amendment #26-010 Recognition of DuPont's Initial Payment of PFAS Settlement Funds

Introduction: Approval of Budget Amendment #25-010 recognizing PFAS Settlement Funds with DuPont and making these funds available in the Water & Sewer Utility fund in the amount of \$174,878.09 is requested.

Background: The U.S. EPA has initiated rule-making for drinking water standards (MCLs) on a large group of chemicals commonly referred to as PFAS, or per- and polyfluoroalkyl substances. PFAS are persistent synthetic compounds used in a variety of industrial and consumer product applications including non-stick cookware and firefighting foams. The presence of PFAS compounds in source water and drinking water is of increasing public concern due to their widespread use and environmental persistence. In May 2023, the U.S. EPA proposed the first national primary drinking water standards, which would establish maximum contaminant level goals and MCLs for six PFAS compounds.

Hundreds of pending PFAS lawsuits have been consolidated in multidistrict litigation before the District Court of South Carolina. Plaintiffs generally allege that aqueous film-forming foam (AFFF) containing PFAS contaminated the water supply surrounding military bases, airports, and fire training facilities where the foam was used to extinguish liquid fuel fires.

Via Resolution 23-3386 and Resolution 24-3452, the City joined other local governments around the nation and retained special counsel on a contingency basis to pursue civil remedies for damages to the City caused by manufacturers of products containing PFAS, including 3M and DuPont. Pursuant to the legal services agreement, attorney's fees will be paid of 25% or less out of the gross recovery obtained by the City. The City will not be responsible for attorney's fees or costs if the attorneys do not obtain a recovery on behalf of the City. This representation would be related to all City claims related to drinking water, wastewater, stormwater, and property damage.

The City has previously received two settlements pursuant to the PFAS lawsuit, both from 3M, in a cumulative amount of \$992,824.15.

Discussion: On October 17, 2025, the City received the third settlement statement pursuant to the PFAS lawsuit. This settlement is the first payment from DuPont. The settlement total payable to the City of Casselberry, after attorney's fees, sampling fees, and litigation expenses, is \$174,878.09. The City received these funds on October 17, 2025. Budget

Amendment #26-010 recognizes these funds and makes them available in the City's Water & Sewer Utility Fund.

Budget Impact: Budget Amendment #26-010 recognizes the PFAS settlement funds in account #401-0000-369-00-00.

Recommendation: The City Manager and Utilities Director recommend approval of Budget Amendment #26-010.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. BA 26-010



CITY MANAGER M E M O R A N D U M

7.G.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: December 8, 2025
Subject: Budget Amendment #26-012 - Recognizing Net Proceeds of the 2025 Swing "Fore" the Arts Golf Tournament

Introduction: Approval of Budget Amendment #26-012 to recognize net proceeds of \$12,128 for the 2025 (Fiscal Year 2025-2026) Swing "Fore" the Arts Golf Tournament is requested.

Background: Each year the City of Casselberry hosts the Swing "Fore" the Arts Golf Tournament at the Casselberry Golf Club. This popular event serves as a fundraiser for art-related purchases in Casselberry. Revenue is generated from individual golfers, sponsors, mulligans, and raffles. Expenses include the cost of meals, swag bags, and prizes. The last event was held on October 17, 2025.

Discussion: For the 2025 event (which occurred in Fiscal Year 2025-2026), staff analyzed revenues and expenses to determine the net proceeds of the event. Total income was calculated at \$15,863, and total expenses were calculated at \$3,735, for net proceeds of \$12,128. Budget Amendment #26-012 recognizes the net proceeds of this event, which can be used in the future for the City to make art purchases. This funding will be rolled over into future Fiscal Years if needed until the funds are used for their dedicated purpose, subject to future City Commission approval.

Budget Impact: Budget Amendment #26-012 recognizes net proceeds of \$12,128 by increasing the General Fund Recreation Division Art Purchases account #001-0411-572.58-00 and the General Fund Other Non-operating Source account #001-0000-389.90-00 each by \$12,128.

Recommendation: The City Manager and Public Works Director recommend approval of Budget Amendment #26-012.

Prepared by: Leslie Guthrie, Public Works Business Analyst

Attachments:
1. BA 26-012



CITY MANAGER M E M O R A N D U M

7.H.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: December 8, 2025
Subject: Change Order No. 2 with Geosyntec Consultants Inc. for PW 1706 Queen Mirror Nutrient Reduction Facility and Related Budget Amendment #26-013

Introduction: Approval of Change Order No. 2 with Geosyntec Consultants Inc. in the amount of \$16,072.12 for PW 1706 Queen Mirror Nutrient Reduction Facility and Related Budget Amendment #26-013 is requested. (REF: SOQ-2019-0424)

Background: The Queens Mirror Nutrient Reduction Facility is a critical water quality improvement project designed to reduce nutrient levels in Queens Mirror Lake. Following extensive planning and permitting process, Invitation to Bid (ITB-2024-1138) was issued on April 3, 2024. Cathcart Construction Company (Cathcart) submitted the lowest responsive and responsible bid and was awarded the construction contract in May 2024. Notice to Proceed was issued on June 11, 2024, with the project originally scheduled for completion within 365 days of commencement.

Geosyntec Consultants Inc. (Geosyntec) is the Engineer of Record for the project and is currently providing post-design services during the construction phase.

On October 27, 2025, the City Commission approved Change Order No. 5 with Cathcart to address various additional costs and an extension of time needed for the project. Related Budget Amendment #26-008, which was approved concurrently, anticipated up to an additional \$10,000 for a future change order with Geosyntec to cover the extended construction administration costs.

Discussion: Geosyntec has since finalized the proposed Change Order No. 2 to account for the additional time and effort for post-design/construction administration services costs. The total cost is \$16,072.12, consisting of \$3,116.12 in additional services on a lump sum basis and \$12,956 on a not-to-exceed basis. As only \$10,000 was originally allocated for additional change orders with Geosyntec, and additional \$6,072.12 is needed to cover the full cost. This is provided via related Budget Amendment #26-013.

Budget Impact: Budget Amendment #26-013 will provide sufficient funding in Stormwater Utility Fund Account #110-0740-538-67-35-PW1706 for this item.

Recommendation: The City Manager and Public Works Director recommend approval of Change Order No. 2 with Geosyntec Consultants Inc. and related Budget Amendment #26-013.

Prepared by: Kelly Brock, Public Works Director

Attachments:

1. Change Order No. 2
2. BA 26-013



CITY MANAGER M E M O R A N D U M

7.I.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: December 8, 2025
Subject: Resolution 25-3552 – Adoption of Seminole County 2025-2030 Floodplain Management Plan

Introduction: Resolution 25-3552 provides for adoption of the Seminole County 2025-2030 Floodplain Management Plan.

Background: In 2016, the City of Casselberry officially adopted the Floodplain Management Plan for Seminole County and its Municipalities, or “FMP”, for the period 2015-2020. The 2015-2020 FMP included various Objectives and Action Items specifically for the City of Casselberry.

In 2019, the City joined the National Flood Insurance Program (NFIP) Community Rating System (CRS), achieving a Class 8 rating. By participating in CRS, the floodplain management activities implemented by the City of Casselberry qualify its residents for a 10% discount in the premium cost of flood insurance for NFIP policies issued or renewed in Special Flood Hazard Areas on or after October 1, 2019.

In 2021, the City officially adopted an updated FMP for 2020-2025. This FMP included a Casselberry Floodplain Management Profile. This Profile provided information specific to the City of Casselberry and included a series of Goals, Objectives, and Action Items, which were prepared by City staff.

In 2025, the City completed its first 5 year verification process for the CRS, resulting in an improved Class 7 rating, which will take effect later in 2026 and provide additional discounts to flood insurance premiums.

Discussion: In cooperation with the City of Casselberry and other municipalities in Seminole County, Seminole County has completed a new Floodplain Management Plan for the period 2025-2030. This new FMP was adopted by the Board of County Commissioners on October 14, 2025.

Included in the new FMP is an updated Casselberry Floodplain Management Profile. This Profile provides information specific to the City of Casselberry and includes a series of updated Goals, Objectives, and Action Items, which were prepared by City staff.

Adoption and implementation of the FMP helps the City maintain its CRS rating, resulting in continued discounts to City residents with flood insurance policies. Resolution 25-3552 provides for adoption of the 2025-2030 Floodplain Management Plan for Seminole County

and its Municipalities.

Updates on the City's implementation of the FMP will be prepared by City staff annually and provided to the City Commission and general public as part of CRS renewal requirements.

Budget Impact: There is no budget impact associated with this item.

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3552 to adopt the Seminole County 2025-2030 Floodplain Management Plan.

Prepared by: Kelly Brock, Public Works Director

Attachments:

1. Resolution 25-3552
2. 2025-2030 Floodplain Management Plan



CITY MANAGER M E M O R A N D U M

7.J.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: December 8, 2025
Subject: Task Authorization No. 10 with Geosyntec Consultants Inc. for Fiscal Year 2026 Lake Water Quality Monitoring

Introduction: Approval of Task Authorization No. 10 with Geosyntec Consultants Inc. in the amount of \$73,102.12 for Fiscal Year 2026 Lake Water Quality Monitoring is requested. (Ref. SOQ-2019-0424)

Background: As part of the implementation of its adopted Stormwater and Lakes Management Master Plan, the City of Casselberry currently samples 19 lakes in the City quarterly to conduct water quality analyses. This includes testing for a variety of parameters, including total phosphorus, total nitrogen, E. coli, turbidity, and many more. Such sampling helps the City assess the water quality of its lakes and identify trends over time. This in turn helps the City plan efforts to address water quality issues and assess their efficacy.

Geosyntec Consultants Inc. (Geosyntec) has a continuing contract with the City to provide stormwater-related professional services (SOQ-2019-0424). Geosyntec and its subconsultant ERD Water, LLC (ERD) have provided lake sampling services to the City for many years.

Discussion: Geosyntec has provided a proposal (encapsulated in Task Authorization No. 10) to provide lake sampling services for Fiscal Year 2026 at a total cost of \$73,102.12. Due to the cost of Task Authorization No. 10, City Commission approval is required, as the cost exceeds staff signing authority.

Budget Impact: Sufficient funding is available in Stormwater Utility Fund Account 110-0741-538.31-00 to cover the cost associated with this item.

Recommendation: The City Manager and Public Works Director recommend approval of Task Authorization No. 10 with Geosyntec Consultants Inc. for Fiscal Year 2026 Lake Water Quality Monitoring.

Prepared by: Kelly Brock, Public Works Director

Attachments:

1. Task Authorization No. 10



CITY MANAGER M E M O R A N D U M

7.K.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: December 8, 2025
Subject: Piggyback Agreement with Cathcart Construction Company - Florida, LLC for Citywide Infrastructure Repairs Potable, Sanitary, Reclaimed, and Stormwater with Site Restoration

Introduction: Consideration for approval of a piggyback agreement with Cathcart Construction Company - Florida LLC for Citywide Infrastructure Repairs for Potable, Sanitary, Reclaimed, and Stormwater with Site Restoration services on an as-needed basis for an amount that shall not exceed \$500,000 for the term beginning December 8, 2025, through March 2, 2028, is requested. (Ref: PBA-2026-1402)

Background: The City has been proactively replacing the aging infrastructure in the distribution and collection system for the last several years. City staff also continues to work diligently at repairing the system as breaks or failures occur. Unfortunately, there are some occasions in which City staff cannot effectively perform the repair in house. If a malfunction occurs at greater than ten feet in depth, the City does not have the proper safety or excavation equipment to perform the repair. These situations require the expertise of an outside contractor to do the work.

Discussion: Cathcart Construction Company - Florida, LLC currently has a contract with City of Altamonte Springs for Citywide Infrastructure for Potable, Sanitary, Reclaimed, and Stormwater with Site Restoration that is valid until March 3, 2028, with options to renew for one (1) additional two (2) year period (through March 3, 2030). The City had previously piggybacked off of a neighboring utility's contract with Cathcart Construction for utility repairs and restoration. In the past, Cathcart has been very responsive and has completed work in a timely and efficient manner.

PBA-2026-1402 provides the City with a piggyback term agreement that can be used for Citywide Infrastructure Repairs for Potable, Sanitary, Reclaimed, and Stormwater with Site Restoration services. The estimated not-to-exceed amount threshold was established as a means to provide for the maximum authorization. However, this amount does not imply actual expenditures, since various departments must work within their budget parameters and availability of funds is verified prior to issuance of a purchase order. Task authorizations will be issued as work is identified. In addition, appropriations beyond fiscal year 2026 are subject to future City Commission Approval.

Budget Impact: Funding, in the amount of \$185,000, is available in the FY 2026 Water and Sewer Fund Distribution and Collection Repairs and Maintenance Emergency account #401-0751-536.46-05.

Recommendation: The City Manager and Utilities Director request City Commission approval of this contract with Citywide Infrastructure Repairs for Potable, Sanitary, Reclaimed, and Stormwater with Site Restoration Services on an as-needed basis and simultaneously authorize the City Manager to approve all task authorizations within the scope of the contract and all renewals.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Agreement
2. Exhibit A - Cathcart Construction Company - Florida, LLC Agreement
3. City of Altamonte Springs Solicitation ITB-23-009-RS



CITY MANAGER M E M O R A N D U M

7.L.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: December 8, 2025
Subject: Amendment No. 1 for Flock Safety Agreement for FY 2025-2026

Introduction: Consideration to execute Amendment No. 1 to the agreement for License Plate Recognition (LPR) cameras and associated software between Flock Group Inc. and the City of Casselberry for additional cameras is requested. (SG-2023-1091)

Background: In September 2023, the City of Casselberry entered into an agreement with Flock Group Inc. for the lease of twelve (12) Flock Safety Falson LPR cameras and the subscription to Flock Safety Flock OS services. The agreement had a one-time standard implementation fee and an annual fee for the cameras, OS, and maintenance of the cameras as needed. In June 2025, the Casselberry Police Department identified a need for additional LPR cameras. This request was brought to the City during FY 2025/2026 budget preparations for approval.

Discussion: The original agreement adopted by the City on September 11, 2023, was to lease twelve (12) cameras for \$36,000 per year. With this amendment and the addition of four (4) cameras, the City will now receive an annual \$4,000 discount. The initial cost to add the new cameras is \$19,800. With the discount, the new annual cost will be \$48,000. The amendment provides for a twenty-four (24) month term with one twenty-four (24) month renewal with the option to terminate thirty (30) days prior to the end of the then-current term.

Budget Impact: Funds for this amendment have been budgeted in FY26.

Recommendation: The City Manager and Chief of Police recommend approval of Amendment No. 1 to the Agreement with Flock Group Inc. for additional LPR cameras.

Prepared by: Brandy Ramirez, Administrative Services Coordinator

Attachments:

1. Flock Amendment No. 1
2. Flock Camera Order



CITY MANAGER M E M O R A N D U M

7.M.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: December 8, 2025
Subject: Change Order No. 2 to Task Authorization No. 5 with Tetra Tech for PW 2009 Northgate Phase 1 Water Main Replacement

Introduction: Approval of Change Order No. 1 to Task Authorization No. 5 with Tetra Tech for Project PW 2009 Northgate Water Main Replacement Phase 1 for additional construction phase services in the amount of \$14,269 is requested. (Ref: SOQ-2018-0276)

Background: The City of Casselberry owns and operates a potable water distribution system made up of pipes of various sizes and materials. The Potable Water Master Plan proposed a capital improvements program for the potable water distribution system. One of these projects includes replacing the existing water mains in the Northgate community due to its age and pipe materials. Due to the size of the project, the replacement of the water mains in the Northgate community will be split into two phases. The scope of the Northgate Phase I project includes replacing 10,500 feet of galvanized and asbestos cement water main ranging in size from 2 inches to 8 inches.

On April 9, 2018, the City of Casselberry entered into a Professional Services Agreement with Tetra Tech, Inc. for a Continuing Contract for Utilities Projects (SOQ-2018-0276). On February 24, 2020, the City Commission approved Task Authorization No. 5 with Tetra Tech, Inc. which provided for the design services of the Northgate Phase I Water Main Replacement Project. On June 24, 2024, the City Commission approved the award of a bid for ITB-2024-1171 to Cathcart Construction Company to provide for the construction of the Northgate Phase 1 Water Main Replacement Project. On June 9, 2025, the City Commission approved change order No. 1 to Task Authorization No. 5 with TetraTech for additional construction services on the Northgate Phase 1 Water Main Replacement Project.

Discussion: Construction has been proceeding behind schedule for the Northgate Phase 1 Water Main Replacement Project. Seven (7) progress meetings and one (1) submission for final clearance to Florida Department of Environmental Protection (FDEP) was identified in the scope for Task Authorization No. 5. Given the size of the Northgate Phase 1 Community, the City determined it would be more optimal to perform partial clearance for the water main. Additionally, the contractor has run into multiple conflicts of schedule, causing the project to be delayed to January 2026. Due to these changes, Tetra Tech has requested additional funding to complete the construction services. Change Order No. 2 to Task Authorization No. 5 provides the additional construction administration and additional progress meetings necessary to complete the Northgate Phase 1 Water Main Replacement project, in an amount not to exceed \$11,050.

For tracking purposes, this item is associated with PW 2009 Northgate Phase I Water Main Replacement.

Budget Impact: There is sufficient funding in the FY2026 Renewal/Replacement Distribution & Collection account #402-0751-536.63-40 (PW 2009 Northgate Phase 1 Water Main Replacement Project) to provide for this change order in the amount not to exceed \$11,050.

Recommendation: The City Manager and Utilities Director recommend approval of Change Order No. 2 to Task Authorization No. 5 with Tetra Tech, Inc in the amount not to exceed \$11,050.

Prepared by: Jiovani Charres, Utility Engineer

Attachments:

1. Change Order No. 2



CITY MANAGER M E M O R A N D U M

7.N.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: December 8, 2025
Subject: Resolution 25-3554 - Amendment No. 5 to the Exclusive Franchise Agreement with GFL Solid Waste Southeast, LLC for Commercial Solid Waste Services for Franchise 2

Introduction: Resolution 25-3554 provides for Amendment No. 5 to the exclusive franchise agreement for commercial solid waste services with GFL Solid Waste Southeast, LLC for Franchise 2 to adjust rates higher by 3% and extend the term. Franchise 2 is for open-top roll-off containers for non-putrescible solid waste. (Ref: RFP-2020-0636)

Background: Ordinance 20-1534 provided for amendments to Chapter 70 Solid Waste of the City Code of Ordinances, eliminating the previous non-exclusive franchise system for commercial solid waste and switching instead to an exclusive franchise system. Ordinance 20-1534 was approved by City Commission on first reading at the May 11, 2020 City Commission meeting, and subsequently on second reading at the June 8, 2020 City Commission meeting.

On June 9, 2020, RFP-2020-0636 Commercial Solid Waste Services was released. This solicitation was for Franchise 1 – Frontload Dumpster, Cart, compactor and Otherwise Putrescible Solid Waste and Franchise 2 – Open-Top Roll-Off containers for Non-Putrescible Solid Waste.

As a result of this procurement process, on August 24, 2020, the City Commission approved an agreement for Franchise 2 with WCA of Florida, LLC via Resolution 20-3190. The agreement was for five years and may be extended for two additional five year terms at the sole option of the City. The effective date of the franchise began January 1, 2021. Under the agreement, WCA pays the City 20 percent of gross revenues received.

WCA later underwent a name change to GFL Solid Waste Southeast, LLC (GFL), which was updated in the agreement via Amendment No.1, which was executed by the City Manager on February 8, 2022.

On March 14, 2022, via Resolution 22-3297, the City Commission approved Amendment No. 2 in order to allow flexibility in disposal sites for commercial solid waste (which had previously been limited to Seminole County's transfer station or landfill.)

On September 26, 2022 via Resolution 22-3332, the City Commission approved Amendment No. 3 in order to allow for a special one-time 5% increase due to dramatically increased fuel prices.

On December 16, 2024 via Resolution 24-3474, the City Commission approved Amendment No. 4 in order to allow for an annual adjustment due to inflation with a cap of 3%. Based on inflation data and the 3% cap, GFL requested a 3% rate increase to be effective January 1, 2025.

Discussion: The Agreement with GFL allows for annual adjustments due to inflation with a cap of 3%. Based on inflation data and the 3% cap, GFL has requested a 3% rate increase to be effective January 1, 2026. This is addressed by the proposed Amendment No. 5, for which Resolution 25-3554 provides approval. In addition, Amendment No. 5 extends the agreement for the first of two (2) five-year extensions.

Budget Impact: There is no budget impact associated with this item as these rates are charged to customers by GFL.

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3554, providing for approval of Amendment No. 5 to the exclusive franchise agreement for commercial solid waste services with GFL Solid Waste Southeast, LLC for Franchise 2 to allow for a 3% increase in rates billed to customers and extend the term.

Prepared by: Leslie Guthrie, Public Works Business Analyst

Attachments:

1. Resolution 25-3554
2. Franchise 2 Amendment No. 5



CITY MANAGER M E M O R A N D U M

7.O.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: December 8, 2025
Subject: Resolution 25-3555 - Amendment No. 5 to the Exclusive Franchise Agreement with GFL Solid Waste Southeast, LLC for Commercial Solid Waste Services for Franchise 1

Introduction: Resolution 25-3555 provides for Amendment No. 5 to the exclusive franchise agreement for commercial solid waste services with GFL Solid Waste Southeast, LLC for Franchise 1 to adjust rates higher by 3% and extend the term. Franchise 1 is for frontload dumpster, cart, compactor, and otherwise putrescible solid waste. (Ref: RFP-2020-0636)

Background: Ordinance 20-1534 provided for amendments to Chapter 70 Solid Waste of the City Code of Ordinances, eliminating the previous non-exclusive franchise system for commercial solid waste and switching instead to an exclusive franchise system. Ordinance 20-1534 was approved by City Commission on first reading at the May 11, 2020 City Commission meeting, and subsequently on second reading at the June 8, 2020 City Commission meeting.

On June 9, 2020, RFP-2020-0636 Commercial Solid Waste Services was released. This solicitation was for Franchise 1 – Frontload Dumpster, Cart, Compactor and Otherwise Putrescible Solid Waste and Franchise 2 – Open-Top Roll-Off containers for Non-Putrescible Solid Waste.

As a result of this procurement process, on August 24, 2020, the City Commission approved an agreement for Franchise 1 with WCA of Florida, LLC via Resolution 20-3189. The agreement is for five years and may be extended for two additional five year terms at the sole option of the City. The effective date of the franchise began January 1, 2021. Under the agreement, WCA pays the City 20 percent of gross revenues received.

WCA later underwent a name change to GFL Solid Waste Southeast, LLC (GFL), which was updated in the agreement via Amendment No.1, which was executed by the City Manager on February 8, 2022.

On March 14, 2022, via Resolution 22-3296, the City Commission approved Amendment No. 2 in order to allow flexibility in disposal sites for commercial solid waste (which had previously been limited to Seminole County's transfer station or landfill.)

On September 26, 2022 via Resolution 22-3334, the City Commission approved Amendment No. 3 in order to allow for a special one-time 5% increase due to dramatically increased fuel

prices.

On December 16, 2024 via Resolution 24-3475, the City Commission approved Amendment No. 4 in order to allow for an annual adjustment due to inflation with a cap of 3%. Based on inflation data and the 3% cap, GFL requested a 3% rate increase to be effective January 1, 2025.

Discussion: The Agreement with GFL allows for annual adjustments due to inflation with a cap of 3%. Based on inflation data and the 3% cap, GFL has requested a 3% rate increase to be effective January 1, 2026. This is addressed by the proposed Amendment No. 5, for which Resolution 25-3555 provides approval. In addition, Amendment No. 5 extends the agreement for the first of two (2) five-year extensions.

Budget Impact: There is no budget impact associated with this item as the rates are charged to customers by GFL

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3555, providing for approval of Amendment No. 5 to the exclusive franchise agreement for commercial solid waste services with GFL Solid Waste Southeast, LLC for Franchise 1 to allow for a 3% increase in rates billed to customers and extend the term.

Prepared by: Leslie Guthrie, Public Works Business Analyst

Attachments:

1. Resolution 25-3555
2. Franchise 1 Amendment No. 5



CITY MANAGER M E M O R A N D U M

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: December 8, 2025
Subject: Future Agenda Items

Introduction: The opportunity to discuss items for placement on future City Commission agendas is provided.



CITY MANAGER M E M O R A N D U M

9.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: December 8, 2025
Subject: Resolution 25-3556 - Locally Funded Agreement with Florida Department of Transportation to provide for Construction Services for Safety Improvements to SR 436 and Related Budget Amendment #26-011

Introduction: Resolution 25-3556 and related Budget Amendment #26-011 provide for approval of a Locally Funded Agreement with the Florida Department of Transportation to provide construction services in the amount of \$684,430 for safety improvements to SR 436 from Lake Howell Rd to the County line.

Background: For several years, the City of Casselberry has participated in and/or conducted planning efforts to potentially improve SR 436 to address safety, connectivity, and aesthetics.

In 2021, the City and Seminole County entered into an Interlocal Agreement specifically for SR 436 Improvements to dedicate up to \$4.772M of 3rd generation sales tax funds to multimodal (e.g., biking, walking, transit) improvements for SR 436 from US 17-92 to the southern County line. This Agreement envisioned phased improvements to SR 436, separately addressing the US 17-92 to Wilshire Dr segment (project PW 2215) and the Wilshire Dr to County line segment (project PW 2401). The City has since completed an updated concept for the 17-92 to Wilshire Dr segment to address pedestrian and bicycle safety and connectivity; this effort used just under \$96,607 of the \$4.772M.

Based on the road's pavement condition, FDOT identified the need to resurface SR 436 from Lake Howell Rd to the southern County line. In 2022, FDOT held preliminary meetings with City staff to discuss potential safety and connectivity improvements as part of a "RRR" (Resurfacing, Restoration, and Rehabilitation) project. It was anticipated that such improvements would be funded with State or federal funds as part of the RRR project. However, in early 2024, due to funding limitations, FDOT indicated the project had been reduced to a Pavement Only Project (or POP) with no safety improvements. City staff then began working with FDOT to strategize on potential locally funded safety improvements, potentially using some of the funds from the Interlocal Agreement with Seminole County. This would be a "Goes With" project to be bid concurrently with the POP.

The City's Vision Zero Action Plan (VZAP), which was adopted in 2024, includes the goal of zero fatalities and severe injuries on all City-owned streets by 2030 and all streets and roads in the City by 2040. Based on the VZAP, SR 436 is a corridor of principal safety concern with the highest incidence of fatal and serious injury crashes in the City. In particular, for the period 2018-2022, the segment of SR 436 from Lake Howell Lane to

Winter Woods Blvd had a total of 604 crashes, consisting of 5 fatal crashes, 5 serious injury crashes, 148 injury crashes, and 446 crashes with no injuries. The highest priority project in the VZAP addresses this segment and recommends improvements such as narrowing travel lanes to 11 ft, installing pedestrian hybrid beacons (a type of signalized pedestrian crossing), eliminating or modifying right turn slip lanes to slow vehicles and improve pedestrian crossings, converting existing signals to mast arm signals, adding leading pedestrian intervals (LPI's) to signals to give pedestrians a head start to cross in advance of vehicles moving, widening sidewalks to side path standards, potential lighting improvements, and other safety improvements.

As part of its cooperation with the City, FDOT negotiated with its design consultant to design selected safety improvements. Safety improvements are anticipated to include narrowing lanes to 11 ft, adding 4th leg crosswalks to the Lake Howell Rd and Winter Woods Blvd intersections, eliminating or modifying slip lanes, adding leading pedestrian intervals, and adding an RCUT (restricted crossing u-turn) signal at Chicory Ln (including lighting). This latter improvement would function as a signalized pedestrian crossing as a preferred alternative to the pedestrian hybrid beacon mentioned in the VZAP. On March 10, 2025, via Resolution 25-3490, the City Commission approved a Locally Funded Agreement (LFA) with FDOT to fund design services for these improvements in the amount of \$293,341. Seminole County has since reimbursed this amount to the City under the aforementioned Interlocal Agreement.

Subsequently as part of an overall grant strategy for SR 436, the City elected to remove the RCUT signal from the construction services under the "Goes With" project, although it is still within the LFA scope to be designed for future construction. The City included this RCUT and many other improvements under a Safe Streets and Roads for All (SS4A) grant application submitted in June 2025, to be completed separately from the "Goes With" project should the City be awarded the grant. Results of the SS4A grant cycle have not been announced as of the writing of this agenda item.

Discussion: Design of the "Goes With" project is nearing completion. The consultant has produced a construction cost estimate of \$684,430, to be funded by local funds. Therefore an LFA with FDOT is necessary for the City to be able to provide local funds for construction. Resolution 25-3556 provides for approval of the LFA.

Of important note, the LFA is considered a lump sum contract with FDOT. If actual bids for the improvements come in higher, FDOT will cover the additional costs. If bids come in lower, the City is not entitled to a refund. This was a compromise negotiated by staff with FDOT to limit the City's financial exposure on this project.

A Budget Amendment is necessary to commit the \$684,430 in sales tax funding, which is reimbursable to the City through its Interlocal Agreement with Seminole County for SR 436.

For tracking purposes this agenda item is associated with project PW 2401 SR 436 Context Sensitive Multimodal Improvements (from Wilshire Dr to Orange Seminole County Line) - Phase 1.

Budget Impact: Budget Amendment #26-011 will provide sufficient funding for the item in Infrastructure Surtax (Sales Tax) Fund Infrastructure Account #114-0710-541.31-00-PW2401.

Recommendation: The City Manager and Public Works Director recommend approval of Resolution 25-3556 and related Budget Amendment #26-011.

Prepared by: Kelly Brock, Public Works Director

Attachments:

1. Resolution 25-3556
2. Agreement
3. BA 26-011



CITY MANAGER M E M O R A N D U M

11.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: December 8, 2025
Subject: Second Reading of Ordinance 25-1627 — Acknowledging Termination of the Community Redevelopment Agency (CRA)

Introduction: Historically, the City of Casselberry (the “City”) was first settled and incorporated as a tax-free town in 1940 and later re-incorporated as a municipality in 1965. In 1995, the City established the Community Redevelopment Agency (CRA) to guide redevelopment and revitalization efforts. One of the CRA’s primary objectives was the creation of a designated Community Redevelopment District (CRD), located primarily along U.S. Highway 17-92 between State Road 436 and Seminola Boulevard. The district encompasses approximately 500 acres and serves as the commercial center of Casselberry.

In 2016, the CRA received an extension from Seminole County authorizing its operation through 2025. At that time, the CRA Board identified key spending strategies focused on economic development, infrastructure and neighborhood improvements, grant and financing programs, land acquisition, and planning and land use regulations. Priority projects established in 2016 included land acquisition for the expansion of Lake Concord Park and for private commercial development opportunities.

Background:

Historically, the City of Casselberry (the “City”) was first settled and incorporated as a tax-free town in 1940 and later re-incorporated as a municipality in 1965. In 1995, the City established the Community Redevelopment Agency (CRA) to guide redevelopment and revitalization efforts. One of the CRA’s primary objectives was the creation of a designated Community Redevelopment District (CRD), located primarily along U.S. Highway 17-92 between State Road 436 and Seminola Boulevard. The district encompasses approximately 500 acres and serves as the commercial center of Casselberry.

In 2016, the CRA received an extension from Seminole County authorizing its operation through 2025. At that time, the CRA Board identified key spending strategies focused on economic development, infrastructure and neighborhood improvements, grant and financing programs, land acquisition, and planning and land use regulations. Priority projects established in 2016 included land acquisition for the expansion of Lake Concord Park and for private commercial development opportunities.

The City Commission unanimously approved Ordinance 25-1627 on first reading at the November 17, 2025, public hearing. A notice of public hearing relative to the second reading of Ordinance 25-1627 was advertised in the Orlando Sentinel on November 26, 2025.

Discussion: The sunseting of the Community Redevelopment Agency (CRA) shall take effect on December 11, 2025. In recognition of the conclusion of the CRA's term and to ensure an orderly and transparent transition, all assets, liabilities, programs, and responsibilities of the CRA shall be transferred to the City of Casselberry. The implementation of this transition requires the adoption of an ordinance by the City Commission to formally acknowledge the termination of the CRA, authorize the transfer of all remaining funds and property, and establish procedures for the continued management and reinvestment of the community redevelopment trust funds which must be used in the "Central City District" in accordance with Resolution 95-R-255 of the Seminole County Board of Commissioners and reaffirmed in Resolutions 98-R-181 and 2016-R-184. The ordinance also makes conforming amendments to the City Code in recognition of the CRA termination.

Budget Impact: There are no anticipated budget impacts to the currently approved budget.

Recommendation: The City Manager, the City Attorney, and Community Development Director recommend approval of Ordinance 25-1627 on second and final reading.

Prepared by: Antonia DeJesus, Chief Planner

Attachments:

1. Ordinance 25-1627
2. 2025 CRA Map - Informational Exhibit
3. Business Impact Statement
4. AD



CITY MANAGER M E M O R A N D U M

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: December 8, 2025
Subject: Annual Selection of Vice Mayor

Introduction: Nominations and selection of a Commissioner to serve as the next Vice Mayor for 2026 is requested.

City Charter Section 4.05 provides for the annual election of the Vice Mayor by the City Commission from among its members to occur at the first regular meeting of December. The Vice Mayor shall hold office for a term of one year or until a successor is elected. The Vice Mayor shall act as the Mayor during the absence or disability of the Mayor.



CITY MANAGER M E M O R A N D U M

12.B.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: December 8, 2025
Subject: Proposed 2026 City Commission Meeting Calendar

Introduction: In accordance with Section 2-39 of the City Code of Ordinances, the City Clerk is presenting the proposed 2026 City Commission meeting calendar.

Background: Article IV, Section 4.14 of the City Charter provides that the City Commission shall meet regularly at such times and places as may be specified by ordinance, except that it shall meet regularly not less than once each month. The City Commission adopted Ordinance 25-1621 on June 9, 2025, which provided the establishment of Section 2-39 of the City Code, entitled: Time, place for regular meetings, city commission calendar, and procedure for canceling meetings. This new City Code section provides for compliance with the City Charter and memorializes the City Commission's regular meeting location of City Hall and the frequency of regular meetings being every second and fourth Monday of each month, and the meeting start time of 5:30 p.m. City Code Section 2-39 also provides procedures for canceling meetings. Finally, Section 2-39 provides clarification that meetings held outside the second and fourth Monday of each month are considered special meetings.

Discussion: The City Clerk is presenting the proposed 2026 City Commission meeting calendar. The proposed calendar includes recommendations that certain regular meetings not be held due to a conflict with a holiday or other reason. The recommended regular meeting dates to be canceled in 2026 are as follows:

Monday, May 25, 2026 — This meeting falls on Memorial Day. It is proposed that the City Commission only have one regular meeting in May on the second Monday of May (May 11, 2026).

Monday, July 13 2026 — For the past several years, the practice has been to cancel the first regular meeting in July and instead hold the City Commission Budget Workshop on that date. It is proposed that the City Commission only have one regular meeting on the fourth Monday of July (July 27, 2026).

Monday, November 9, 2026 — Due to this meeting falling in the same week as Veteran's Day it is proposed that the City Commission cancel the first regular meeting of November and alternatively hold only one meeting on November 16, 2026.

Monday, November 23, 2026 — Due to this meeting falling in the same week as Thanksgiving, it is proposed that the City Commission cancel the second regular meeting of November. Conducting one meeting on November 16, 2026 meets the City Charter

requirement that the City Commission meet at least once every month.

Monday, December 21, 2026 — Due to this meeting falling in the same week as Christmas, it is proposed that the City Commission cancel the second regular meeting of December and only have one regular meeting on the second Monday of December (December 14, 2026).

Finally, it should be noted that City Code Section 2-39 provides the authority to the City Manager to cancel a meeting when there is no business which needs to be presented to the City Commission, or in the case of an emergency, but the City Manager cannot cancel more than one (1) meeting per month. At this time, no additional meetings are recommended to be canceled.

Budget Impact: The item has no impact on the City Budget.

Recommendation: The City Manager and the City Clerk recommend approval of 2026 City Commission Meeting Calendar.

Prepared by: Donna Gardner, City Clerk

Attachments:

1. Proposed 2026 City Commission Regular Meeting Schedule



CITY MANAGER M E M O R A N D U M

14.A.

To: The Honorable Mayor and City Commissioners
From: The City Manager
Date: December 8, 2025
Subject: Procurement Information Report for the Period November 1, 2025 through November 30, 2025

Introduction: A list of contracts, task orders, amendments, and/or emergency procurements issued, approved and signed by the City Manager or Procurement Manager, as applicable, from November 1, 2025 through November 30, 2025 is submitted for the record.

Background: Pursuant to Section 3.0(B)(8) of the Procurement Policy, the City Manager or designee shall provide monthly reports to the City Commission on various procurement activities either as an informational item on the agenda or via electronic communication. The report sets forth all awards for all Agreements, Contracts, Task Authorizations, and/or Amendments approved and executed by the City Manger, Procurement Manger, or designee. When applicable, pursuant to Section 5.5 of the Procurement Policy, the City Manger shall report to the City Commission emergency procurements exceeding his purchasing authority threshold at their next City Commission meeting.

Discussion: Pursuant to the City Purchasing Policy, please find a report outlining the various procurement activities for the month of November 2025.

Budget Impact: There is no impact to the City budget.

Recommendation: The City Manager recommends acceptance of the Procurement Information Report for the stated period.

Prepared by: Elsie Burgess, Procurement Manager

Attachments:

1. November 2025 Procurement Information Report